

JOB OPENING

Job Title: PROGRAM ASSISTANT (part-time)
Department: Operations
Reports To: Director, Dress for Success Mid-Fairfield County
Classification: Non-Exempt

SUMMARY

Responsible for the real-time operations that facilitate the maximization of resources to achieve customer satisfaction through delivery of client services, coordination of volunteers, recruitment of referral partners, support to clients and development of resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Organize and maintain professional suiting boutique; ensure adequate inventory of clothing is available.
2. Work with interns and volunteers to ensure compliance with policies and procedures.
3. Develop and maintain relationships with referral agencies, program partners and sponsors.
4. Facilitate receipt of donations and inventory.
5. Compile data for inclusion in program reporting requirements. Ensure database is kept up-to-date.
6. Facilitate monthly Professional Women's Group meetings. Enforce membership policies and procedures.
7. Professionally represent Dress for Success at various venues, including Steps to Success workshops and community events.
8. Perform other duties and responsibilities as required or requested.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not required to direct or supervise other personnel but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school or two years employment or volunteer experience preferable providing direct service to clients.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access. The ability to implement and utilize all social media tools.

OTHER SKILLS AND ABILITIES

The ability to read, speak and/or interpret Spanish is desired.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

lkelman@workplace.org